



**Board of Directors Meeting Minutes**

**February 16, 2017**

**Present:**

Bob Ashley	Diamond Bethea	Ilene Britt	Linda Chappel
Cathy Collie-Robinson	Drew Cummings	Ellie Erickson	Phillip Harris
Brenda Howerton	Ashley Taylor Jacobs	Karen O'Mansky	David Reese
Donna Rewalt	Queron Smith	James Spencer	

**Absent/excused:**

Michael Becketts	Deric Boston	Jason Jones	Mike Lee
John McCain	Terricka Melton	Michael Page	Joanne Pierce
Delphine Sellars			

**Guests:**

Rhonda Stevens (for Michael Becketts)	Anna Ruderman (with Ellie Erickson)
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**Staff Present:** Laura Benson, Taylor Webber-Fields

The meeting was held at First Presbyterian Church. Karen O'Mansky called the meeting to order at 3:06 pm with a quorum.

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Motion</b>	<b>Action</b>
<b>INTRODUCTIONS and ANNOUNCEMENTS</b>	Dr. Ellie Erickson introduced her guest, Dr. Anna Ruderman, a Duke pediatric intern who aspires to a career in general pediatrics with a special interest in community advocacy. Laura introduced Taylor Webber-Fields, Training Support Specialist, for those who had not yet met her. Laura thanked the board for being willing to use electronic documents when convenient to reduce the time and expense of printing large board packets for every meeting. Several are always available as needed to facilitate participation and sharing of information for open meeting guidelines.		
<b>AGENDA MODIFICATION and PUBLIC COMMENT</b>	None		
<b>CONSENT AGENDA</b>  <b>Approving:</b> - 11/17/16 board minutes - DEHS Monthly Reports - DEHS Credit Card Spending (Nov-Dec) -Spending Analyses  <b>Receiving:</b> - DEHS Community Assessment – 2016	Karen gave the board time to review the consent agenda documents. No items were lifted from the agenda.	<b>It was moved to approve and receive, respectively, the documents in the Consent Agenda.</b>  <b>Motion:</b> Bob Ashley <b>Second:</b> Ashley Taylor Jacobs <b>Not voting due to conflict of interest:</b> None	<b>Motion carried</b>

<p><b>ELECTIONS TO THE BOARD</b>          -Brenda Howerton          -Donna Rewalt</p>	<p>Karen offered Commissioner Brenda Howerton and Donna Rewalt to introduce themselves. <u>Commissioner Howerton</u> described her long time commitment to children and her understanding of the positive impact that early education has on children’s future success. <u>Ms. Rewalt</u> described her role at Cooperative Extension, as well as her leadership on the DPS Closing the Achievement Gap Task Force and her experience in parent engagement, advocacy and empowerment.</p>	<p><b>It was moved to elect Brenda Howerton and Donna Rewalt to the Board of Directors.</b></p> <p><b>Motion:</b> Phillip Harris  <b>Second:</b> Ilene Britt</p> <p><b>Not voting due to conflict of interest:</b>          None</p>	<p><b>Motion carried</b></p>
<p><b>ALLOCATIONS COMMITTEE REPORT</b>          -Increased allocation to Smart Start Scholarship</p> <p>-Proposal Presentations: Feb. 27<sup>th</sup></p>	<p>Cathy Collie-Robinson presented the motion from the Allocations Committee regarding the one-time allocation available to DPfC for the purpose of TANF/CCDF eligible subsidy service activities to be spent by June 30, 2017. The background document and funding stipulations were reviewed.</p> <p>Cathy then described the Allocations process to date, noting that the committee members received their binders with all of the proposals, including all currently funded partners plus two new applicants. The staff has provided a staff review sheet for each proposal, noting how the proposals compare to prior years for the same or similar activities, and any other items of note. It is a robust process, especially given two new applicants and the expectation of flat funding.</p> <p>The board is invited to join the Allocations Committee to hear applicant presentations on Feb. 27<sup>th</sup>, from 2:00 – 5:00 p.m.</p>	<p><b>It was moved to approve receipt of the one-time allocation in the amount of \$8,378 to Child Care Services Association for the Smart Start Scholarship Program activity to be spent in compliance with NCPC’s contract requirements.</b></p> <p><b>Motion:</b> Allocations Committee  <b>Second:</b> Ellie Erickson</p> <p><b>Not voting due to conflict of interest:</b>          Linda Chappel          (Drew Cummings had not arrived at the meeting at the time of this vote.)</p> <p><b>Abstaining:</b> Brenda Howerton</p>	<p><b>Motion carried</b></p>
<p><b>FINANCE AND AUDIT COMMITTEE REPORT</b>          -FY 16-17 Budget and 2<sup>nd</sup> Qtr. Budget to Actual Report</p>	<p>Queron Smith updated the board on the actions of the Finance Committee at its February 1<sup>st</sup> meeting.</p> <p>Form 990 for FY 15-16 was approved by the Finance Committee and submitted on time.</p>	<p><b>It was moved to approve the FY 16-17 Budget and the 2<sup>nd</sup> Quarter Budget to Actual Report.</b></p>	<p><b>Motion carried</b></p>

	<p>The Annual Application for the Solicitation License was also submitted to the Secretary of State’s Office.</p> <p>Queron presented the budget as well as the 2<sup>nd</sup> Quarter Budget to Actual report which are reflected on one document. Although certain line items were below or at 100% at the half-way mark of the fiscal year, the total revenue is at 49% of budget and the total expenditures are at 43%. We are prioritizing moving expenses that are currently funded from reserves to other cost centers. For example, we have received approval from NCPC for shifting Community Awareness to our Program Coordination and Evaluation budget which has funds available due to position vacancies. We are also looking carefully at reducing expenses, for example in administrative supplies, IT support, and dues and subscriptions. At this point in the year, it is our practice to readjust our budget projections and align actuals in the appropriate line items. Finance will meet next on April 19<sup>th</sup>.</p>	<p><b>Motion:</b> Cathy Collie-Robinson  <b>Second:</b> Phillip Harris</p> <p><b>Not voting due to conflict of interest:</b>  None</p>	
<p>-Investment Committee recap</p>	<p>Queron also gave a recap of the February 15<sup>th</sup> Investment Committee meeting, in order to keep the board informed of its activities.</p> <p>Total plan assets are at \$ 597K; All investment returns falling within Investment Policy; Most employees select the “Lifetime” accounts that move from higher to lower risk as the employee nears estimated retirement dates; Several parts of the portfolio have increased in their Morningstar Ratings – all are at 3 or above; A reminder that DPfC invests 8% of gross salary in each employee’s account and encourages employee contributions.</p>		
<p><b>FUND DEVELOPMENT REPORT</b></p>	<p>Laura presented the fund development report as prepared by Ted Whiteside, the Fund Development Manager. She highlighted the amounts and trends over time for private grants (numbers of grants submitted, dollars requested, dollars won), individual donors (number of gifts in varying solicitations, amount range of gifts, average amount of gift), and board giving (% and amounts). Discussion focused on board giving, noting that the goal is 100% making a “meaningful” gift (without a specified dollar amount). Ideas were generated to improve the level of board giving, including: board reception event, more regular prompts, envelopes available at every meeting, reminder of online giving opportunities, and clarity around the time of year for board giving (winter holidays, fiscal year, etc.). It was agreed that staff would</p>		

	<p>create and distribute an individual donor history report for each board member. It was acknowledged that contributions through the State Employee Combined Campaign may not be recorded with the individual donor name (depending on donor directive). Discussion also covered the power of a particular ask for children’s needs as well as the benefit of unrestricted operating dollars.</p>
<p><b>BOARD CHAIR’S REPORT</b></p> <ul style="list-style-type: none"> <li>- Past Board President’s Meeting</li>   <li>- Pre-K Task Force Update</li>                 <li>- KidNomiCs – Institute for Emerging Issues Recap</li> </ul>	<p>Karen O’Mansky reviewed the notes from the Past Board President’s breakfast meeting held on Feb. 2. It was a powerful discussion with helpful insights on the Partnership’s backbone, facilitating and convening roles that the board can now consider how to turn into action.</p> <p>Linda Chappel provided Pre-K Task Force (Community Early Education Pre School) update. She reviewed the ambitious purpose and robust process of the time-limited task force and the date of the report to the elected bodies. Linda emphasized that the report is the beginning, not the end, of how the community can create a pathway to expanding access to high-quality preschool. Discussion included a potential operational cost estimate and the number of low income 4 year olds that would be prioritized for the first phase. Business and philanthropic sectors will be important.</p> <p>Drew Cummings discussed the KidNomiCs event that many Durham leaders attended at the Institute for Emerging Issues on Feb. 7. David Reese was on a local implementation panel. One key take away was how critical the earliest years in the 0-5 continuum are. Drew also highlighted the difficult decisions that must be made not only financially but politically. How much political will do we have? In Feb, 2018 there will be another two-day session on early childhood.</p>
<p><b>EXECUTIVE DIRECTOR’S REPORT</b></p> <ul style="list-style-type: none"> <li>-NCPC Monitoring Report</li>   <li>-Staffing Update</li> </ul>	<p>Laura reported on the successful NCPC monitoring visit and the clean report that was issued without findings. Karen concurred that she participated in the close-out phone call with Susan Clark at NCPC. The concern issue cited was discussed, and Laura described the process corrections that have already been implemented. She noted the COI charts added to each board member’s name tag tent card as one example of an added strategy. She also noted the office practice adjustment in making sure that someone other than the person who ordered supplies checks them in at delivery.</p> <p>Regarding program team staffing, Laura provided an update that reiterated information also shared by email in terms of internal promotions, a new hire, and vacant position status.</p>
<p><b>OTHER BUSINESS and ADJOURN</b></p>	<p>The meeting adjourned at 5:00 p.m.  -The next full board meeting is at 3 p.m. on March 16, 2017</p>